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ALBERTA CAREER DEVELOPMENT AND EMPLOYMENT

ANNUAL

REPORT

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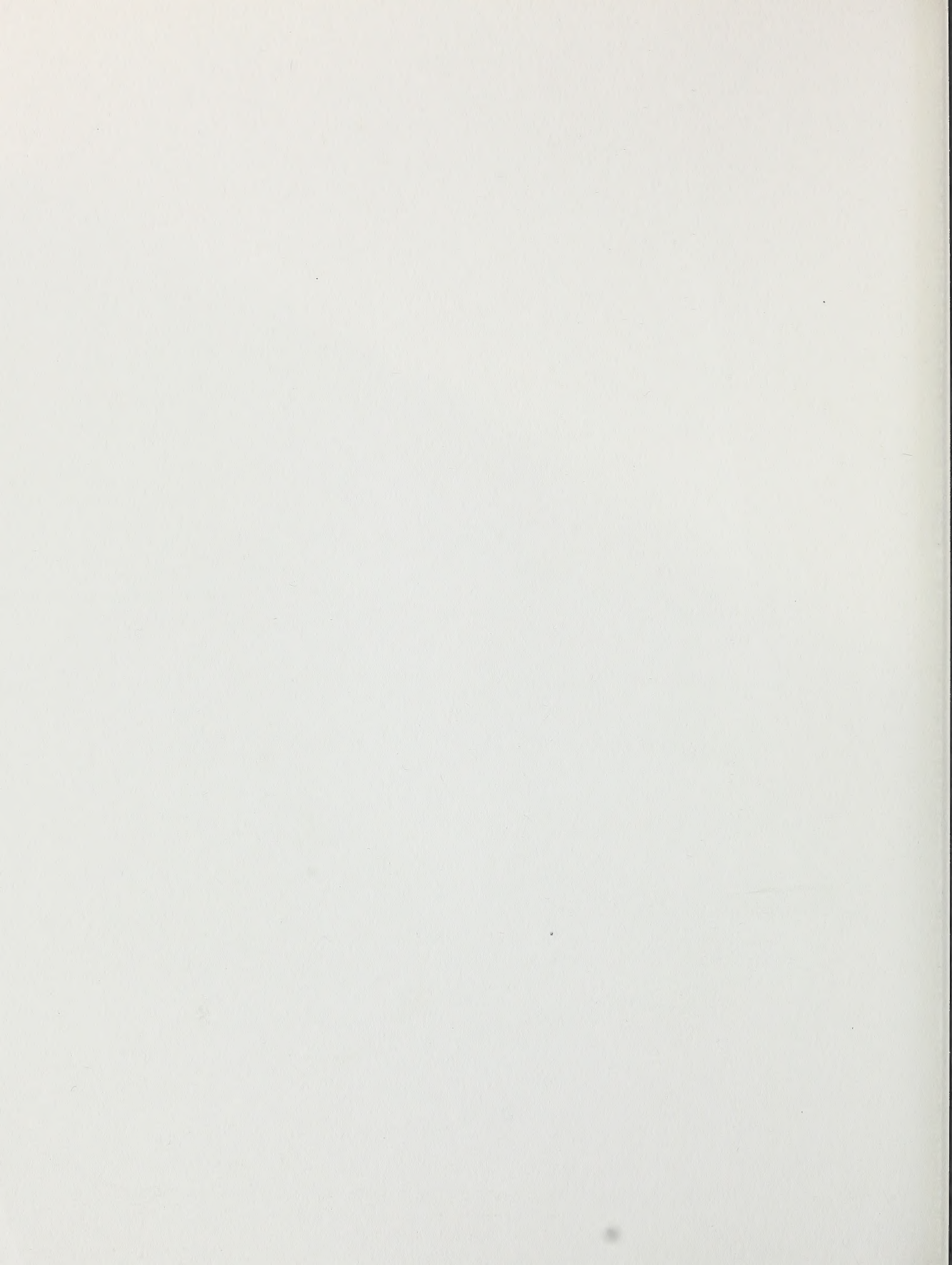
YEAR

1991

1992

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JUN - 1 1993





ALBERTA
ADVANCED EDUCATION AND CAREER DEVELOPMENT

Office of the Minister

March 1993

The Honourable Dr. David Carter
Speaker, Legislative Assembly of Alberta
325 Legislature Building,
Edmonton, Alberta
T5K 2B6

Mr. Speaker,

I am pleased to present the Annual Report of the Department of Career Development and Employment for the fiscal period April 1, 1991 to March 31, 1992.

Respectfully submitted,

Jack W. Ady
Minister
Advanced Education and Career Development

Office of the
Deputy Minister

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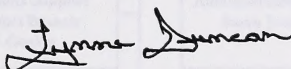
March 1993

The Honourable Jack Ady
Minister
Advanced Education and Career Development
229 Legislature Building
Edmonton, Alberta
T5K 2B6

Sir:

I have the honour to present to you the Annual Report of the Department of Career Development and Employment, which provides details of the operations for the fiscal year April 1, 1991 to March 31, 1992.

Respectfully submitted,



Lynne Duncan
Deputy Minister

Office of the
Deputy Minister

Deputy Minister
Advanced Education
and Skills Development
Government of Alberta
Ottawa, K1P 6K1

Telephone: (416) 977-2500
Fax: (416) 977-2500

March 1992

The Honorable Jack Layton
Minister
Advanced Education and Skills Development
229 Legislative Building
Edmonton, Alberta
T6K 1B6

Dear Mr. Layton:

I have the pleasure to inform you that the Minister of the
Department of Advanced Education and Skills Development, Mr.
Jack Layton, has accepted the offer of the Government of Alberta to
provide details of the program for the fiscal year April 1, 1992 to
March 31, 1993.

Respectfully,
Yours truly,
Deputy Minister

[Signature]
Deputy Minister
Advanced Education
and Skills Development

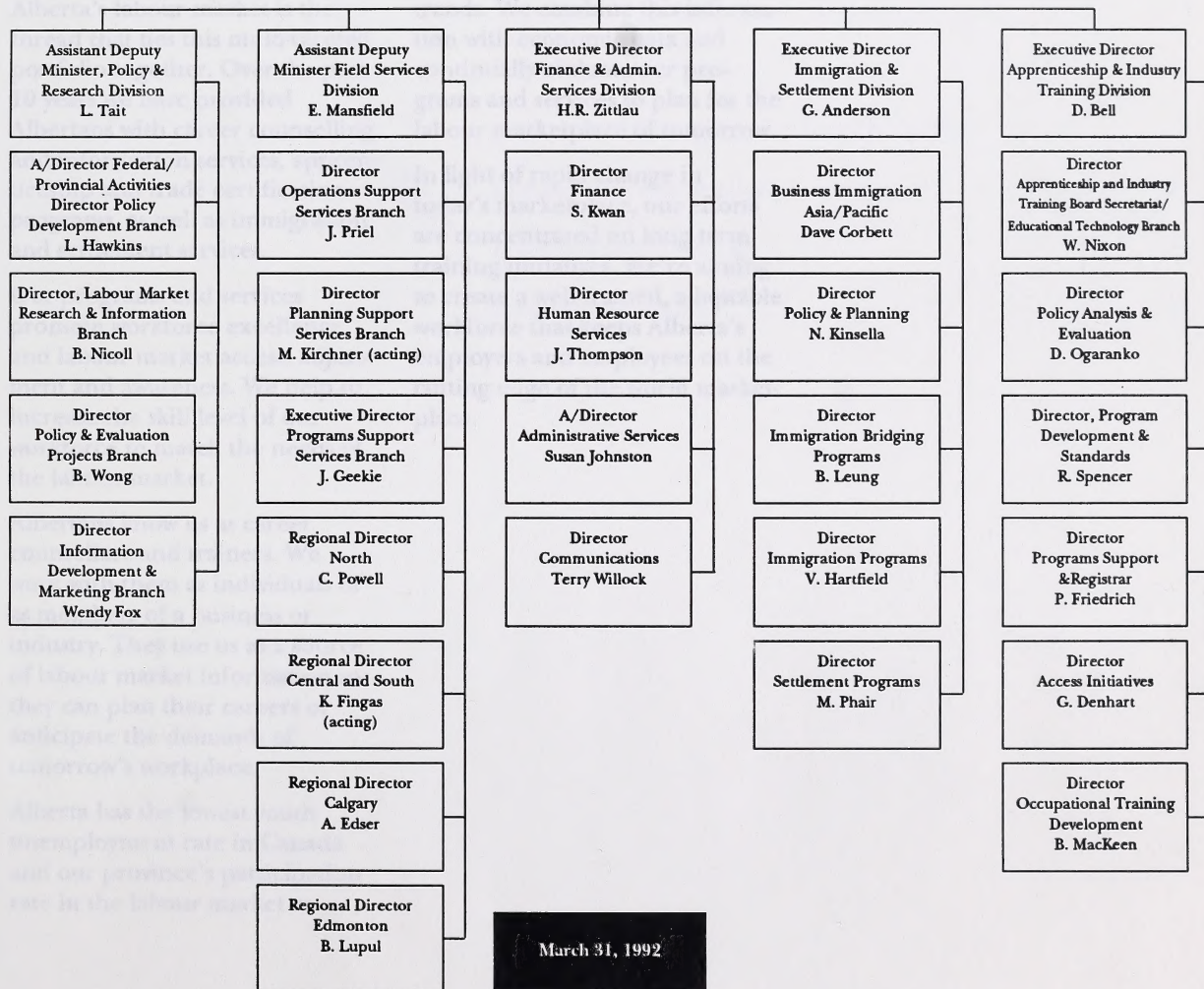
ORGANIZATION CHART



Minister
N.A. Weiss

Deputy Minister
A.N. Craig

Executive Director
Corporate Planning
J. Cornell



March 31, 1992

DEPUTY MINISTER'S REPORT



Alberta Career Development and Employment is an organization uniquely positioned between economic and social policy. The department is concerned with the development of a healthy economy that provides the revenues for essential programs — programs that benefit Albertans.

Alberta's labour market is the thread that ties this multi-faceted portfolio together. Over the past 10 years we have provided Albertans with career counselling and information services, apprenticeship and trade certification programs, as well as immigration and settlement services.

Our programs and services promote workforce excellence and labour market access, adjustment and awareness. We help to increase the skill level of our workforce to match the needs of the labour market.

Albertans know us as career counsellors and trainers. We work with them as individuals or as members of a business or industry. They use us as a source of labour market information so they can plan their careers or anticipate the demands of tomorrow's workplace.

Alberta has the lowest youth unemployment rate in Canada and our province's participation rate in the labour market re-

mained the best overall in Canada in 1991-92 with 650 of every 1,000 working age Albertans active in the workforce. Overall, Alberta's unemployment rate continued to be the second lowest in Canada after Saskatchewan.

Our department maintains a current analysis of labour force trends. We combine this information with economic data and continually evaluate our programs and services to plan for the labour marketplace of tomorrow.

In light of rapid change in today's marketplace, our efforts are concentrated on long term training initiatives. We're aiming to create a well-trained, adaptable workforce that keeps Alberta's employers and employees on the cutting edge of the world marketplace.



Alberta's labour market is one of the most dynamic and competitive in Canada.

The province's labour market is characterized by a high level of productivity and a strong commitment to innovation and research and development.

The province's labour market is also characterized by a high level of training and education, which is essential for the province's economic growth.

The province's labour market is also characterized by a high level of job security and a strong commitment to fair wages and benefits.

The province's labour market is also characterized by a high level of job satisfaction and a strong commitment to a healthy and safe work environment.

The province's labour market is also characterized by a high level of job mobility and a strong commitment to career development.

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TABLE OF CONTENTS



ALBERTA CAREER DEVELOPMENT AND EMPLOYMENT

Policy and Research Division	1
Apprenticeship and Industry Training Division	5
Field Services Division	11
Finance and Administrative Services Division	15
Immigration and Settlement Division	21
Programs and Services	25
Statistical Appendix	33



ALBERTA CAREER DEVELOPMENT AND EMPLOYMENT

POLICY

AND

RESEARCH

DIVISION

Assistant Deputy Minister
Lyn Tait

Director, Policy Development
Branch
A/Director, Federal/Provincial
Activities Branch
Lois Hawkins

Director, Policy and Evaluation
Projects Branch
Bill Wong

Director, Labour Market Research
and Information Branch
Bob Nicoll

Director, Information Development
and Marketing Branch
Wendy Fox

POLICY AND RESEARCH DIVISION



MANDATE

The Policy and Research Division helps develop innovative labour market policies, strategies and programs for Alberta by evaluating departmental programs and services and assessing economic, social, demographic and regional conditions and trends to support government initiatives.

ROLE

The growth of Alberta's labour market depends on effective policies that encourage development and economic health. As the Canadian and Alberta economies change, it's important that these policies reflect provincial strategy, planning efforts and training issues.



DIVISIONAL

ACTIVITIES

Policy Development Branch

The branch was involved in a number of intergovernmental or interdepartmental projects. These included the development of a Western Economic Partnership Agreement, Workplace Literacy, the Supports for Independence initiative with Alberta Family and Social Services, the development of an interdepartmental environmental scanning process, high school dropouts, an Alberta Manufacturing Strategy, and co-chairing an interdepartmental review of provincial labour market development and training issues. The branch helped develop an integrated and individualized approach to enhancing the employability of those facing barriers to employment. It also undertook studies on the private sector role in human resource development and employer-based training.

Policy and Evaluation Projects Branch

A new Job Readiness employment and training initiative was developed to complement the Supports for Independence program. Vocational rehabilitation policy and strategies were created in response to the recommendations in the report of the Premier's Council on the Status of Persons with Disabilities. A

plan to implement Mobile Industry Training Centres in Northern Alberta was completed, and an investigation into the specific factors affecting the "employability" of social allowance recipients, Natives, immigrants and persons with disabilities was conducted.

The branch evaluated the effectiveness of labour market policies, programs and special projects to the needs of the Alberta labour market. This included an evaluation of contracted Pre-Employment Training Programs delivered to social allowance recipients, the Skills Alberta industry-based training program, the Tailor-Made Training Program, computer based education delivery systems, and appropriate program databases for future evaluation purposes.

Federal/Provincial Activities Branch

This branch was responsible for negotiations under the Labour Force Development Agreement and the Social Allowance Recipients (SAR) Agreement. Through these efforts, the SAR Agreement Management Committee was established and a federal/provin-

cial strategy for Career Development and Employment was developed. Under the Interdepartmental Task Force on Training, the branch studied the impacts of the federal constitutional proposals on training and monitored constitutional negotiations.

The branch monitored labour market initiatives of the federal government, other provinces and territories, and established a network of contacts among Alberta Federal and Intergovernmental Affairs, and federal/provincial branches of other government departments.

Labour Market Research and Information Branch

Data on demographic and labour market trends and conditions in Alberta was collected and analyzed. International and interprovincial migration and employment trends and unemployment statistics in Alberta's regions, industries and occupations were monitored to assess the impact of economic policies on the labour market. Other issues scanned include the environment, the occupational requirements of Alberta's major resource projects, and research on graduates of Alberta's colleges and technical institutions. Human resource development issues were also analyzed.



The branch used two in-house forecasting models to monitor these issues. A large scale econometric model that allows for simulations of different economic requirements, generated a 10-year forecast on the Alberta economy and the labour market. The Occupational Demand Model projected occupational requirements in Alberta for a 10-year period.

Service and technical assistance was expanded to include new client groups. As a result, several joint research ventures were undertaken internally and with other government departments, institutions and divisions.

Information Development and Marketing Branch

Labour market decisions are easier to make with current, meaningful information. To increase the use of labour market data by all Albertans, a "user friendly" system was created to distribute functional, timely information to employers, career development practitioners and community agencies. The branch also provided consulting services to these groups, and represents the department at conferences and seminars.



ALBERTA CAREER DEVELOPMENT AND EMPLOYMENT

APPRENTICESHIP

AND INDUSTRY

TRAINING

DIVISION

Executive Director
Don W. Bell

Director, Programs Support and
Registrar Branch
Pieter Friedrich

Director, Program Development and
Standards Branch
Bob Spencer

Director, Policy Analysis and
Evaluation Branch
Don Ogaranko

Director, Access Initiatives Branch
Gerry Denhart

Director, Apprenticeship and
Industry Training Board Secretariat/
Educational Technology Branch
Wayne Nixon

Director, Occupational Training
Development Branch
Bev MacKeen



MANDATE

The Apprenticeship and Industry Training Division contributes to Alberta's economic and social goals by encouraging and facilitating apprenticeship and other trade related and occupational training programs and services.

The division works directly with industry to develop a suitably trained workforce to help Albertans develop the necessary skills to take advantage of employment opportunities.

ROLE

The division helps to ensure that apprenticeship and other trade related and occupational training programs provide appropriate training to meet provincial labour market needs.



DIVISIONAL

ACTIVITIES

It strives to enhance public awareness of the value of apprenticeship training, improve the mobility of workers engaged in trades and occupations, and increase the participation of designated groups such as women, natives, persons with disabilities and visible minorities in the programs.

In Alberta, apprenticeship is an industry-based system of training based on an employer-apprentice relationship. It is supported by an advisory network of approximately 1000 employer and employee representatives from industry who serve on Local and Provincial Apprenticeship Committees and the Apprenticeship and Industry Training Board.

Within the system, apprentices learn the skills and knowledge necessary to become a journeyman through a combination of on-the-job training and classroom training provided at publicly and privately funded post-secondary institutions.

At a cost of approximately \$12 million per year, Alberta Career Development and Employment administers the Apprenticeship system, ensuring that the apprentices receive training based on industry standards, and that certificates granted to journeyman in Alberta have wide recognition within industry.

The Apprenticeship and Industry Training Act came into force on January 1, 1992. During the year, seven ministerial regulations and an Apprenticeship and Industry Training Board regulation were developed to provide necessary detail and policy direction for the act. A priority was also placed on staff orientation/training on the new legislation and related administrative procedures.

The division took a proactive role in new areas such as occupational training, and in the development and administration of apprenticeship and trade related programs. Objectives were assessed to maintain integrity in all programs. Each branch was assigned or confirmed a role and responsibility to achieve the legislated mandate of the division. An explanation of these activities follows:

Programs Support and Registrar Branch

The development and maintenance of a skilled provincial labour force requires on-going interaction with institutional, federal and other provincial representatives.

The branch co-ordinated apprentice and journeyman training and examination schedules, examination security and trade certification standards, and maintenance of an electronic database. Assistance was given to develop regulations, policies and procedures relating to the new Apprenticeship and Industry Training Act, and to the development of the new Skilled Trades Information System database. Responsibilities were divided among four units: Trade Training and Institute Liaison, Examination and Certification, Data and Records Control, and International/Interprovincial Programs.

Trade Training and Institute Liaison Unit

The unit co-ordinates apprentice and journeyman training with colleges and technical training institutes. It arranges classroom space, trainee quotas and training dates to meet industry's needs. By working with provincial and federal agencies, the unit maintains a base of information and statistics on classes. In 1991-92, total school attendance was 16,253. This figure includes 1,227 journeyman who completed an upgrade of their technical training and 3,910 apprentices who graduated from their



programs and obtained journeyman certification.

Examination and Certification Unit

The unit maintains provincial examination security and certification standards. It marks apprenticeship and journeyman examinations; evaluates the examination and classroom training results for apprentices, journeyman and pre-employment candidates; and issues trade certificates. It also provides examination inventories and administrative support to regional examination locations. In 1991, 33,966 examinations were administered and 6,478 journeyman certificates issued, 3,343 of which qualified for a Red Seal Interprovincial endorsement. In addition, 1,309 journeyman updating course attendance cards were issued to certified journeymen.

Data and Records Control Unit

The unit co-ordinates a comprehensive electronic data processing system on records for all Alberta journeymen and apprentices, past and present, by updating individual training and certification records. It provides administrative support functions to the division such as word processing, desktop publishing and computer assisted drawing.

International/Interprovincial Programs Unit

Alberta's Apprenticeship Program enjoys a reputation for excellence on both a national and international level. This recognition led to the creation of the International/Interprovincial Programs Unit. The unit provides information and assistance to other jurisdictions interested in Alberta's apprentice and industry training system as applied to their country or province. In 1991-92, the unit hosted delegations from Swaziland, Malaysia and Hong Kong who expressed interest in Alberta's apprentice training system.

Thirteen apprentices, employed with Dugas Company in the State of Dubai (one of the seven United Arab Emirates), were registered as Alberta apprentices under the International Training Project. While the on-the-job training component of the program occurs in Dubai, the technical training is delivered by Alberta post-secondary institutions. These Dubai nationals will obtain Alberta certification in their trades after completing the apprenticeship program.

This unit also helps Canadian jurisdictions train apprentices if training cannot be provided through their own program.

Program Development and Standards Branch

This branch ensures industry is involved in keeping apprenticeship curriculum up-to-date and acceptable to trade standards. To do this, it maintains regular contact with various apprenticeship committees.

The branch developed 13 new course outlines, 43 trade examinations, eight trade regulations and 11 record books. Representatives participated in 14 Provincial Apprenticeship Committee meetings, 95 Provincial Apprenticeship Sub-Committee meetings, 240 senior and joint instructor meetings, and handled 450 liaison calls over the course of the year.

The fiscal period marked the third year of the Competency Based Apprenticeship Training (CBAT) pilot project, an alternate delivery method for apprenticeship technical training. The project allows apprentices to progress through training at a rate determined by his or her own capability.

CBAT was introduced as a pilot project in the Carpenter, Welder and Electrician trades at the beginning of the 1988-89 school year and is scheduled for completion in 1993.

The Crane and Hoisting Equipment Operator trade Com-



pressed Apprenticeship Training program was launched in 1991-92. The branch also conducted a survey of the scaffolder occupation to determine its degree of support by Alberta industry for apprenticeship training.

Development of a video was initiated to explain the new Apprenticeship and Industry Training Act to industry, Provincial and Local Apprenticeship Committee members and new Apprenticeship and Industry Training Board members.

The branch continued to participate in the Interprovincial Red Seal program. In participation with the Interprovincial Standards Examination Committee, nine new interprovincial examinations were developed, assistance was provided for another six, 10 National Trade Analyses were prepared, and eight Occupational Monographs were updated. There are 26 trades involved in interprovincial programs.

Over 350 Journeyman Updating courses were revised to help keep journeyman abreast of new technology in their trades.

Policy Analysis and Evaluation Branch

The branch recommends strategic directions to stakeholders, apprenticeship training goals, objectives and policies.

The branch assisted in developing draft general regulations for the Apprenticeship and Industry Training Act, plans for handling public input to the draft regulations, orientations to the Apprenticeship and Industry Training Board and other stakeholders, expert content support at Provincial Apprenticeship Committee (PAC) workshops on regulations, and materials for use in training sessions. The branch also managed the mailing of the draft Act and final regulations and helped to develop computerized mailing lists and prepare responses to public inquiries.

A joint planning initiative was coordinated with the Field Services division to develop a commitment plan, establish task teams and identify inter-divisional operational issues. A Base-Line Study monitored apprenticeship administrative procedures.

As a member of Advanced Education/Career Development and Employment Task Force on Apprenticeship Technical Training, the branch visited post-secondary institutions and made presentations to the Apprenticeship and Industry Training Board and its sub-committees on the proposed tuition fee policy. A tuition fee discussion paper was distributed and comments on the proposed policy analyzed.

Access Initiatives Branch

Individual assistance is provided to apprentices with special needs to increase the participation levels of women, Natives, persons with disabilities, immigrants, and visible minorities in apprenticeship training. Assistance ranges from sign language interpretation for the hearing impaired, to help with examinations.

At the end of 1991, approximately one in 13 registered apprentices were women. Of these, approximately 90 per cent were registered as apprentices in the service trades, and 3 per cent in non-traditional construction trades. Native people made up approximately one per cent of apprentices. Fewer than 0.1 per cent of apprentices were classified as disabled. No figures are available for the participation of visible minorities and immigrants in apprenticeship.

The "Trades and Technology: Careers for Women" project continued to help companies implement employment equity objectives. Following the Syncrude project of 1990-91, where women were successfully "bridged" from clerical and administrative positions into trades and technological positions within the company, a project with the Alberta Construction Association was started in 1991-92.



Two displays, the "Famous Trades-Oriented People" and "Trades and Technology: Careers for Women," were introduced to teachers, counselors and human resources staff to raise awareness and interest in trades and technological work. A brochure, *Journey to Success: Apprenticeship Opportunities*, introduces potential apprentices to the Alberta apprenticeship system, outlining reasons to choose apprenticeship as a career.

Apprenticeship and Industry Board Secretariat/Educational Technology Branch

During 1991, new information and reporting systems were developed to strengthen the linkages between industry, the Apprenticeship and Industry Training Board and apprenticeship administration. The branch provided the board with administrative, technical and research support as well.

A new program, called Registered Apprenticeship Program (RAP), was introduced to high school students, giving them the opportunity to indenture as an apprentice and receive credit for work experience while completing their high school diploma. This project is a co-operative venture involving the department, Alberta Education and industry.

A business plan was developed for an Interprovincial Computerized Examination Management System (ICEMS) with the Canadian Council of Directors of Apprenticeship (CCDA). This proposed computerized system, once implemented, will automate the existing process of managing and developing examinations for the Interprovincial Standards (Red Seal) program.

Occupational Training Development Branch

This branch was established to introduce the "occupational" segment into the new Apprenticeship and Industry Training Act in February 1992. The segment reflects the Act's commitment to develop a flexible and responsive training culture to meet industry's training needs and maintain Alberta's competitive edge in the global market place.

This new area was created to promote the concepts and ideas underlying occupational designation and training. It will help increase the awareness of the benefits of a highly skilled workforce, and the value of industry driven training and partnership building.



ALBERTA CAREER DEVELOPMENT AND EMPLOYMENT

FIELD

Assistant Deputy Minister
Earl Mansfield

SERVICES

Executive Director, Programs
Support Services
Jim Geekie

DIVISION

Director, Planning Support Services
Michele Kirchner

Director, Operations Support Services
Joe-Anne Priel

North Regional Director
Carole Powell

Fort McMurray Area Manager
Olie Schell

Grande Prairie Area Manager
Judy Panko

High Level Area Manager
Daniel Szoo

Peace River Area Manager
Darrell Williamson

Slave Lake Area Manager
Bill Smith

Central and Southern Regional Director
Karen Fingas

Bonnyville Area Manager
John Irwin

Hinton Area Manager
Bill Sartorius

Red Deer Area Manager
Flo Frank

Vermilion Area Manager
Ed Kulak

Lethbridge Area Manager
Brad Gillespie

Edmonton Regional Director
Brian Lupul

Calgary Regional Director
Alan Edser

FIELD SERVICES DIVISION



MANDATE

The Field Services Division provides individuals, employers and agencies with access to career development and employment services and programs.

ROLE

The division helps deliver decentralized department services and programs to individuals and employers in Alberta. It ensures that services and programs coincide with the labour market, economic environment, and that these programs respond to needs identified at the direct service level.

FIELD SERVICES DIVISION



DIVISIONAL

ACTIVITIES

Programs Support Services Branch

The branch helped field offices deliver programs not yet decentralized, or programs with a centralized perspective. It coordinated the Skills Alberta Program launch and eight different programs including the Summer Temporary Employment Program (STEP), Employment Skills and Special Placement Work Experience Programs, Hire-A-Student, Tailor-Made Training Program, and the Alberta Vocational Training-Student Support/Vocational Rehabilitation for Disabled Persons.

Planning Support Services Branch

This unit served as a critical development link between Field Services and the divisions of Policy and Research, Apprenticeship and Industry Training, and Immigration and Settlement Services in installing corporate, strategic, and operational planning processes consistent with the department.

Operations Support Services Branch

This area continued to provide financial management, human resource management, contract services, information technology

services, facilities management, and program and services information.

In 1991-92, Field Services provided labour market services in co-operation with private sector employers, Canada Employment and Immigration, Alberta Family and Social Services, and community organizations, in response to local economic circumstances.

Many notable initiatives were achieved including the Skills Alberta Program launch, establishment of two Mobile Industry Training Centres, opening of the Athabasca Regional Career Services Centre, opening of the Red Deer Youth Employment Development Centre, and many successful Canada Career Week activities.

As well, South Region was renamed to Central and Southern Alberta (CASA) to reflect the geographical span of the territory.

The Skills Alberta program was introduced to encourage employers to increase the amount of quality training provided to their employees, and to encourage employers to use a planned and

systematic approach to training. The program provides free consultation to assist employers in identifying their short and long term training needs, develop a plan for training, and with financial assistance to help defray direct training costs. The program was launched with a sub-element called Regional/Sectoral training which focuses on using a partnership approach to develop training plans that address common training needs for entire industry sectors or regional areas. The Skills Alberta program represents a deliberate shift to more flexible employer-based training.

Two Mobile Industry Training Centres (MITCs) were opened in the North Region in 1991, one at Paddle Prairie and the other at Buffalo Lake. Funded in part by the Northern Alberta Development Agreement, these projects were launched to improve access to training opportunities for adults living in small or remote northern communities. Housed in two fully equipped trailer units, the MITCs consist of one double-wide unit with a classroom, library, office space and a computer assisted learning centre workshop, and one single-wide unit with general workshop space to deliver specific training identified by the communities. The centres focus on pre-employment

FIELD SERVICES DIVISION



and life-skill training, academic upgrading, job counselling and work exposure courses and are manned by department and contract staff.

The Athabasca Community Employment Services Centre opened its doors to the community in September 1991. The two-year pilot project, a cooperative venture between the department, Alberta Family and Social Services, Canada Employment and Immigration, and the Athabasca Economic Development Association, offers one-stop access to a wide range of training, employment and support services that assist social allowance recipients to re-enter the labour market.

A Youth Employment Development Centre was opened in Red Deer in co-operation with the City of Red Deer and Canada Employment and Immigration to provide youth related services under one roof. Since the centre opened in December 1991, hundreds of young Albertans have participated in workshops, seminars and counselling sessions.

The division again participated in Canada Career Week activities with local committees and communities by planning special achievement awards for top apprentices who made significant contributions to their field in

Calgary, and a Kick-Off-Breakfast at the Edmonton Country Club with Dr. Grant MacEwan as guest speaker.



ALBERTA CAREER DEVELOPMENT AND EMPLOYMENT

FINANCE

Executive Director, Finance and
Administrative Services Division
Ried Zittlau

AND

Director, Finance
Schubert Kwan

ADMINISTRATIVE

Director, Human Resource Services
Jeff Thompson

SERVICES

A/Director, Administrative Services
Susan Johnston

DIVISION

Director, Communications
Terry Willock

FINANCE AND ADMINISTRATIVE SERVICES DIVISION



MANDATE

To provide advice, direct and co-ordinate the development and operation of departmental support services.

ROLE

To effectively manage finance, human resource, administrative and communications to ensure the efficient operation of the department.



DIVISIONAL

ACTIVITIES

Finance Branch

Developing effective budget planning and review processes is essential to financial leadership and control. This unit provides fiscal direction, monitors financial transactions, and provides financial leadership and control for the department.

Financial Planning Unit

The unit prepares the annual Estimates of Expenditure for all department programs and services. It monitors expenditures, provides financial planning and fiscal administration guidance, and processes budgetary transfers for programs such as STEP, Employment Skills, Special Placement Work Experience, Language Training, and Skills Shortages Apprenticeship Training.

Accounts Processing Unit

This unit processes the revenue and expenditure transactions of the department. During the year, 19,300 invoices and expense claims were processed, plus the vocational training allowances for 11,000 students. A Contract Management System processes contract payments.

Audit Unit

This unit provides the department with an independent and objective review of its various programs to ensure the integrity

of program is maintained. Regular checks are made on programs to ensure that objectives, terms and conditions are met, or corrective measures are recommended and modifications made to program guidelines. This includes a review of the various financial and internal control systems associated with each program.

Human Resource Services Branch

This branch provides recruitment, classification and employee relations consultative services to the department. The branch also provides leadership and support services in human resource information systems, occupational health and safety, and human resource planning.

To improve the management of position information, a Micro Q Position Database system was implemented. The project involved the design, administration and analysis of a questionnaire.

There was also a major shift to in-house training, particularly for information technology and plain language training. In total, 513 internal course requests and

435 external course requests were accommodated.

Administrative Services Branch

The efficient delivery of support service ensures that department information systems operate properly. This includes records and facilities management, equipment and supplies, and mail/messenger services.

Accommodation Services provides support to department staff in the areas of purchasing, materials, and asset management, forms, facilities management and general services.

Purchasing and Materials/Asset Management Unit

The unit co-ordinates the acquisition of all department capital assets, furniture, administrative supplies and forms. During the year, the unit processed orders totalling \$99,930 in asset purchases, \$13,974 in furniture purchases, and \$231,523 in administrative supplies. The Administrative Services Capital Asset Tracking System now houses 14,313 items totalling \$6,736,452.

Facilities Services Unit

In 1991-92, the Grande Prairie Career Development Centre was completed and work continued on the Capital Project at



Desmarais. Site development was completed for two new Mobile Industry Training Centres (MITC) in Buffalo Lake (Caslan) and Paddle Prairie. In Cadotte Lake, a building was purchased from the Woodland Cree to accommodate a third MITC.

An electrical upgrade was conducted at the Centennial Building in Fort McMurray. As well, minor building renovations were completed at the John E. Brownlee Building in Edmonton. The relocation and integration of department offices to Bonnyville was delayed to the 1992/93 fiscal period after a review by Public Works, Supply and Services. Expansion plans for the Wetaskiwin Career Development Centre were also deferred. In Athabasca, suggested changes were put on hold pending the location of suitable space in the downtown area.

General Services Unit

This unit manages the leasing and maintenance of equipment for department use. It includes the leasing of photocopiers, facsimile machines and vehicles, the processing of 33 vehicle and property insurance claims, and the movement of 4,500,000 million pieces of mail.

Records Services Unit

This unit maintains public records, offers in-house training

courses, consultation and advisory services, as well as developing policy and procedures.

During the year there was a reduction of 4,252 cubic feet of records through off-site storage and disposition. Approximately 250 cubic feet of paper was recycled in CityCentre as part of the Olympia and York recycling program.

CityCentre experienced a flood in October 1991. Using a Disaster Recovery Plan, staff members successfully dealt with the movement and clean-up of the damaged and salvageable records.

Forms Services Unit

The number of forms used within the department was cut in half and redesigned to better meet customer needs.

Legislative and Library Services Unit

As part of the department's service delivery network, legislative and library support help develop effective department policies and programs.

This branch reviews and coordinates the revision of provincial legislation related to the department. It provides legal services to the department and on behalf of the Minister.

During the year, this unit worked closely with senior officials on

matters related to the introduction and implementation of the new Apprenticeship and Industry Training Act. This includes the replacement of 52 individual trade regulations that fall under the Act.

The unit helped develop a policy on the Acquisition of Services and Criteria for the Selection of Contractors which was adopted by the department in December 1991. At the same time, the responsibility for certain delegated contracts was transferred from Legislative Services to Field Services. An automated information system was developed to assist in contract management.

Library Services provided information and research services to employees of the department, career practitioners and others involved with the issues and practices relating to career development and the labour market. Over 14,000 books and documents, 600 periodical subscriptions, and 300 audio-visual items provide the base for this service.

In 1991-92, the library reviewed available software packages with an eye to automate the needs of the library. It assumed responsibility for the resources and services of the Immigration and Settlement services Resource Centre, and processed 4,689 information requests and 1,096



interlibrary loan requests above a regular circulation of some 15,000 items.

Information Technology Services Unit

Increasing the office automation capabilities of the department helps the organization function more efficiently. This was the second year of a three-year plan to enhance the office automation capabilities of the department.

In 1991-92, a Local Area Network was established. Microcomputers, peripherals and other equipment in excess of \$900,000 were installed, increasing the department's ability to manage information in an efficient manner.

The unit was reorganized and renamed Information Technology Services after an organizational review of Computer Services in 1990-91. Its services include a more customer-oriented, business-driven approach. During this same time, the Information Technology Steering Committee, an inter-divisional group of senior managers who approve policy and resource allocations, was created. The resulting user project committees direct new systems development, and established a Help Desk to increase computer literacy and department skill levels.

Communications Branch

Ensuring the public, other government departments, agencies and media are informed about the department is vital to the success of its programs.

Communications counsel was provided to the Minister's office, senior officials and department staff. Regular services include: printing; graphic design, audio-visual production and advertising services; media relations; public relations consulting services; and, writing and editorial assistance.

The branch produced a quarterly staff newsletter and a daily newspaper clipping service for senior staff.



Original Article	Review Article	Special Report
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ALBERTA CAREER DEVELOPMENT AND EMPLOYMENT

IMMIGRATION

AND

SETTLEMENT

DIVISION

Executive Director
Geoff Anderson

Director, Policy & Planning Branch
Norm Kinsella

Director, Immigration Programs
Branch
Vic Harfield

Director, Business Immigration
Asia/Pacific
Dave Corbett

Director, Settlement Programs
Branch
Michael Phair

Director, Immigration Bridging
Programs Branch
Barbara Leung

IMMIGRATION AND SETTLEMENT DIVISION



MANDATE

Under the Career Development & Employment Act, Career Development & Employment, specifically the Immigration and Settlement Division, has the primary provincial mandate for immigration and settlement issues in Alberta. Immigration is a field of shared federal/provincial jurisdiction under the Constitution Act, 1867.

ROLE

The primary objective of the division is to maximize the economic, social and demographic contribution of immigration to the province. Immigration & Settlement carries out its mandate within the framework of a federal/provincial immigration agreement. The division is made up of four branches: Policy and Planning, Immigration Programs, Settlement Programs and Immigration Bridging Programs.



DIVISIONAL

ACTIVITIES

Policy & Planning Branch

The branch is responsible for the development of policy and planning as it relates to Alberta's role in immigration and settlement. In consultation with provincial departments, the branch considers how immigration can best meet Alberta's interests and works with the federal government to ensure that provincial goals are reflected in national activities.

In 1991-92, a significant proportion of the branch's resources was dedicated to the developmental work necessitated by the Canada/Alberta Immigration Agreement negotiations. With input from the other branches, the Policy & Planning Branch put forward, in its negotiations with the federal government, an Alberta position on immigration. Negotiations are ongoing.

Immigration Programs Branch

Immigration Programs promotes and supports immigration to the province and markets Alberta abroad. The branch markets Alberta to the Asia/Pacific business community through the province's Hong Kong office. Immigration services are also provided by the Immigration Services Unit of the Calgary Career Development Centre. In 1991-92, staff provided informa-

tion on the requirements and procedures for the various classes of immigration into Alberta, including labour force recruitment and family reunification to approximately 10,000 clients. In addition, staff assisted interested entrepreneurs, investors, and self-employed persons under the Business Immigration Program.

Settlement Programs Branch

The Settlement Programs Branch works with other governments, provincial departments and community agencies to assist immigrants with adjustment to life in Alberta. In 1991, Integrated Service Program (shared with the Federal Government) funding was provided to 13 immigrant aid organizations in Calgary, Camrose, Edmonton, Grande Prairie, Lethbridge, Medicine Hat and Red Deer. These organizations helped over 28,000 immigrants settle and make Alberta their home. In addition, volunteers in funded immigrant aid organizations contributed about 124,000 hours of service. Settlement programs staff also continued to develop and update information materials

for newcomers, partners in settlement and other interested Albertans.

Immigration Bridging Programs Branch

Immigration Bridging Programs branch works with other governments, provincial departments, educational institutions and agencies to reduce barriers facing immigrants in Alberta. In 1991-92, this included responsibility for the Alberta Immigration Review Panel and Adult English as a Second Language (ESL). In 1991-92, grants were provided to immigrant assessment and referral centres in Edmonton and Calgary to assist immigrants to access appropriate ESL and vocational training. The centres assisted over 8,600 immigrants, of whom 2,623 were assessed and counseled.

Immigration Bridging Programs also provided funding for specialized ESL training such as English in the Workplace. In 1991-92, over 2,000 immigrants participated in 50 specialized language training projects. Support was also provided for training programs for ESL teachers and volunteers.

THE HISTORY OF THE UNITED STATES

1776

1776	July 4th	Declaration of Independence
1776	September 26th	Constitution of the United States
1776	October 4th	First Congress of the United States
1776	November 1st	First meeting of the Continental Congress
1776	December 1st	First session of the Continental Congress
1776	December 2nd	First session of the Continental Congress
1776	December 3rd	First session of the Continental Congress
1776	December 4th	First session of the Continental Congress
1776	December 5th	First session of the Continental Congress
1776	December 6th	First session of the Continental Congress
1776	December 7th	First session of the Continental Congress
1776	December 8th	First session of the Continental Congress
1776	December 9th	First session of the Continental Congress
1776	December 10th	First session of the Continental Congress
1776	December 11th	First session of the Continental Congress
1776	December 12th	First session of the Continental Congress
1776	December 13th	First session of the Continental Congress
1776	December 14th	First session of the Continental Congress
1776	December 15th	First session of the Continental Congress
1776	December 16th	First session of the Continental Congress
1776	December 17th	First session of the Continental Congress
1776	December 18th	First session of the Continental Congress
1776	December 19th	First session of the Continental Congress
1776	December 20th	First session of the Continental Congress
1776	December 21st	First session of the Continental Congress
1776	December 22nd	First session of the Continental Congress
1776	December 23rd	First session of the Continental Congress
1776	December 24th	First session of the Continental Congress
1776	December 25th	First session of the Continental Congress
1776	December 26th	First session of the Continental Congress
1776	December 27th	First session of the Continental Congress
1776	December 28th	First session of the Continental Congress
1776	December 29th	First session of the Continental Congress
1776	December 30th	First session of the Continental Congress
1776	December 31st	First session of the Continental Congress



ALBERTA CAREER DEVELOPMENT AND EMPLOYMENT

PROGRAMS

AND

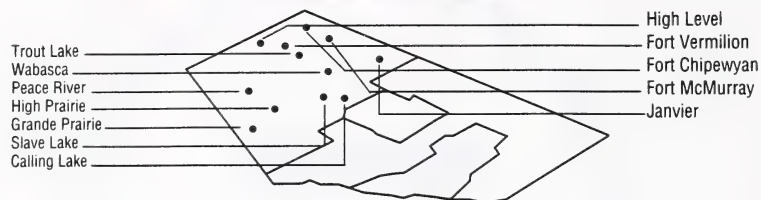
SERVICES

PROGRAMS AND SERVICES



REGION

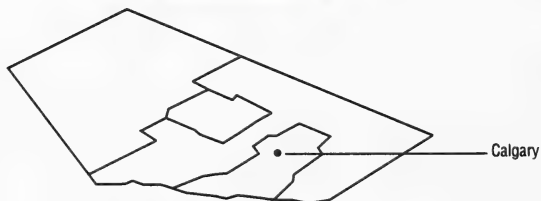
NORTH



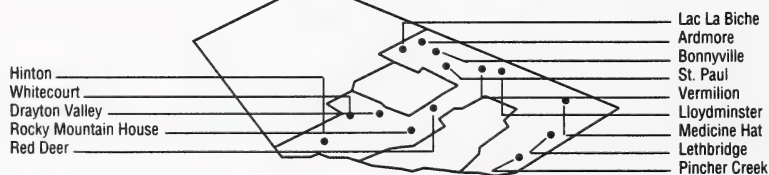
EDMONTON



CALGARY



SOUTH



PROGRAMS AND SERVICES



Alberta Career Development Centres (CDCs)

Alberta Career Development Centres (CDCs) are the decentralized delivery arm of the Field Services Division. These area field offices, located throughout Alberta, provide "one stop shopping" for all decentralized department programs and services.

CDCs offer Albertans 12 different programs or services including Alberta Apprenticeship and Industry Training Programs, Pre-employment Support and Training Services, Alberta Opportunity Corps Program, Skills Alberta Program; Labour Market Information Centres, Immigration Programs* and Mobile Industrial Training Centres**.

* Currently available only through the divisional headquarters for Immigration and Settlement Services in Edmonton or the Calgary Career Development Centre.

** Currently available only at Paddle Prairie and Buffalo Lake.

Alberta Apprenticeship and Industry Training Programs

Through CDCs, field consultants counsel individuals and businesses on all aspects of apprenticeship training, journeyman updating and certification, equivalencies, and general trade information.

To encourage training excellence, field consultants participate in local trade shows, events in community/educational institutions, and perform several hundred high school presentations during the year. This also involves regular visits to educational institutions to ensure the needs of the instructors and apprentices attending technical training are met, and participation in Local Apprenticeship Committee meetings, the official interaction between industry and government on apprenticeship matters.

The Registered Apprenticeship Program (RAP) was piloted in partnership with Alberta Education. It allows high school students to indenture as apprentices while completing their high school diploma. By the end of this fiscal period, 36 schools, 14 school divisions, and seven CDCs were involved in the pilot. The program has no direct departmental budget and is an example of how existing programs and resources can be applied to meet the needs of Alberta's economy.

Alberta Career Counselling Service
Career counselors in each centre offered programs and services designed to assist adult Albertans in effectively planning their careers. Activities included individual and group counselling, job

search techniques; occupational decision making, and referrals for education, training and student support services. Unemployed Albertans were encouraged to participate in Career Planning/Occupational Choices seminars, Job Search Strategies workshops, and group workshops in Career Transitions/Career Decision Making and Job Satisfaction.

In many centres, Training for Trainers workshops like Educational Planning and Women in the Workplace, helped to increase the skills and knowledge of community organizations and agencies.

Alberta Opportunity Corps Program (OCP)

The Opportunity Corps Program develops the employment-related skills of Albertans who are incapable, ineligible, or unable to gain employment, or enter more formal training programs.

The program encourages participants to set career goals, be self-confident and use proper work habits. Employment-related skills of trainees are enhanced through activities such as work experience projects, life-skills training, academic upgrading, and courses relating to the apprenticeship trades.

OCP also helps communities



carry out projects that benefit residents by developing social and recreational services. The program operated in Slave Lake, Calling Lake, Janvier, Fort McMurray, Fort Chipewyan, Trout Lake, Wabasca/Desmarais, High Prairie, Peace River, Fort Vermilion, High Level, Ardmore, Lac La Biche and Rocky Mountain House.

Alberta Vocational Training (AVT) — Student Support

The Alberta Vocational Training (AVT) Student Support Program helps to provide unskilled, unemployed, economically disadvantaged adult Albertans with training so they can gain the skills needed to enter the labour market.

Students receive tuition and a training allowance while in training. These allowances are reviewed periodically to ensure appropriateness.

Employment Adjustment Services

Employment Adjustment Services assist laid-off workers to make the transition back into the labour force. This consultation service is provided jointly through the establishment of local Employment Adjustment Committees in partnership with the federal government.

Vocational Rehabilitation of Disabled Persons Program (VRDP)

This program is cost-shared (50%-50%) with the Federal Government under the Vocational Rehabilitation of Disabled Persons Agreement. The portion of the program offered by the department includes vocational assessment and career counselling for persons with disabilities who wish to enter or re-enter the labour market. Financial support is provided for training at post-secondary institutions or through training on-the-job. Specialized equipment and services such as tutors and interpreters are provided to eligible applicants.

VRDP also provides specialized equipment and services to individuals in vocational crisis and to employers who modify their worksites to enable employment of persons with disabilities. Through special projects, VRDP provided institutionally based counselling and supports to students with learning disabilities and students with physical disabilities.

During the year:

- a joint assessment pilot continued between Career Development and Employment and Family and Social Services to assist persons in receipt of Assured Income Benefits to access training; and

- a pilot project in Red Deer provided opportunities for disabled persons to acquire more direct access to employers.

Employment Programs

Employment Skills Program (ESP)

The Employment Skills program provides social assistance recipients with work experience for up to 6 months in provincial government departments and publicly-funded organizations to help them enter the private sector labour force. This program is administered by Alberta Family and Social Services and funded by Alberta Career Development and Employment.

Hire a Student Program (HAS)

The Hire A Student Program is a program jointly sponsored by the federal and provincial governments, business, community and students' groups concerned with the placement of students in summer jobs.

While the major sponsors (Alberta Career Development and Employment, Alberta Chamber of Commerce and Canada Employment and Immigration) provide funding support and resource personnel, each Hire A Student Centre is autonomously operated by a local committee of volunteers.

PROGRAMS AND SERVICES



Hire A Student services were offered in 26 federal centres and 51 provincial centres in 1991. The program helps students to find summer jobs by providing employers with a placement service. The centres help students with job search information, resume writing and interview skills.

Quebec/Alberta Student Employment Exchange Program (Q/A)

This exchange program gives post-secondary students from Quebec and Alberta the chance to gain valuable work experience related to their field of study.

It allows students to enhance their second language skills and to learn about another province's labour market. The program is sponsored by Alberta Career Development and Employment, the Ministry of Industry, Commerce and Technology, and the Secretariat of Canadian Intergovernmental Affairs for the government of Quebec.

Special Placement Work Experience Program (SPWEP)

This year-round program assists disabled and disadvantaged Albertans to obtain and maintain meaningful employment in the Alberta Public Service. Short-term work experience opportunities are provided in provincial government departments.

Summer Temporary Employment Program (STEP)

The Summer Temporary Employment Program creates temporary employment opportunities for students and other unemployed Albertans between the months of May and August through one of three elements: provincial government department; career and work experience; or summer farm work experience.

Provincial government departments, municipalities, non-profit organizations, Indian Bands and Metis Settlements, publicly-funded organizations and farmers are eligible for STEP funding.

Skills Alberta Program

This employer-based training program helps employers identify immediate and long-term training needs and, if necessary, financial support to provide training. The program assists employers to create a plan for training that matches the organization and its specific training needs and enables them to organize future training initiatives on their own.

Support for Special Needs Groups

Financial support was provided to six non-profit community agencies to provide employment counselling and/or employment placement services to Albertans with employment barriers.

Each organization is administered by its own Volunteer Board of Directors. Agencies include Over 45 Group Society (Placement 45), Opportunity 45 Society, Lethbridge Access 45 Society, Native Employment Services Association (NESA), Distinctive Employment and Counselling Services (DECSA), and YMCA — Edmonton.

Government to Government Purchase of Training

This is a federal-provincial agreement, under which the province provides educational services while the federal government contracts to purchase a certain number of training places in post-secondary institutions. The federal government reimburses the province for a portion of its costs and supplies financial assistance directly to federally-sponsored students in the form of training allowances or unemployment insurance funds.

Under this program, the federal government purchases institutional training on behalf of apprentices scheduled by the Apprenticeship and Industry Training Program. Under provisions of the Unemployment Insurance program, the federal government also provides financial assistance to apprentices while they are undergoing the institutional portion of their program.



Information Services

Career Information Hotline

Through a toll-free telephone service, the Career Information Hotline provides career planning and skills training information to Albertans. Inquiries originate from a diverse client background including: career practitioners; educators; employers; young adults; and, seniors.

Over 31,350 clients obtained career related information on job search techniques, educational options, financial assistance, and referrals to appropriate agencies and services throughout the province.

Mobile Industry Training Centres

Two Mobile Industry Training Centres (MITCs) were introduced into Northern Alberta in 1991/92. MITCs improve access to training and development opportunities for adults living in small remote northern communities. The centres focus on pre-employment and life-skills training, academic upgrading (grades K-12), job counselling and work exposure courses.

MITC is a project of Career Development and Employment with financial support from the Northern Alberta Development Agreement. The first two MITCs are located in Paddle Prairie and Buffalo Lake. The MITCs will be

at these locations for approximately two years and then will be moved to their next assignments.

Community representatives are encouraged to become involved in the selection of centre staff and the trainees chosen to attend the centre. This relationship is formalized in a Community Agreement signed by representatives of the department and community.

Pre-employment Support and Training Services

Pre-employment training, life-skills training, and individual and group counselling was provided by private contractors to prepare social allowance recipients, or individuals whose unemployment insurance benefits have expired, to enter/re-enter the work force. Over 150 private contractors were involved in providing the services throughout the province.

Employment Adjustment Services

Consultation services are provided to employers and employees facing lay-off situations. Depending on the needs, individuals are provided with access to all department career services, as well as specialized presentations/workshops for affected employees.

Labour Market Information Centres

The department established a province-wide network of Labour Market Information Centres (LMIC) to help individuals make labour market decisions by using up to date information.

Each centre was developed to match local needs, but all:

- provide quality information about Alberta's labour market; and
- provide services for all department programs to individuals, businesses, educational and community organizations.

Immigration and Settlement

Immigration Programs

Immigration Programs branch promotes and supports immigration to the province and markets Alberta abroad. Staff also provide information on the requirements and procedures for the various classes of immigration into Alberta, including labour force recruitment and family reunification. Immigration Programs assistance is available through the Immigration & Settlement Services Unit at the Calgary CDC, at divisional headquarters in Edmonton and through the province's Hong Kong office.

PROGRAMS AND SERVICES



Immigration Bridging Programs

Immigration Bridging Programs branch works with other governments, provincial departments, educational institutions and agencies to reduce barriers facing immigrants in Alberta. This includes funding for Adult English as a Second Language. Program support funding is available for specific vocational, academic, or settlement purposes or for English training in the workplace.

immigrant aid organizations. ISP supports settlement services that help newcomers make Alberta their home, link newcomers to the opportunities and resources available for all residents, and promote both the participation and the contributions of newcomers to Alberta's communities.

Settlement Programs

Settlement Programs branch works with other governments, provincial departments and community agencies to assist immigrants with adjustment to life in Alberta. Assistance is provided to community-based immigrant aid organizations and other agencies who deliver services to immigrants through grants support, consultation and program development assistance, the development and distribution of resources for immigrants and service providers, and the coordination of settlement activities.

Settlement Programs branch, along with Employment and Immigration Canada, jointly administers the Integrated Service Program (ISP), which provides operating grants to community-based non-profit



ALBERTA CAREER DEVELOPMENT AND EMPLOYMENT

STATISTICAL

Training Programs

Services of AVT/EAVT/VRDP

APPENDIX

Private Vocational Schools
Program

Employment Programs

Support for Special Needs Groups

Immigration Programs

Settlement Programs

Immigration Bridging Programs/
English As A Second Language
(ESL) Secretariat

Female/Male Participation in
Apprenticeship

Information Development and
Marketing Branch Publications

Immigration and Settlement
Publications

**TABLE 1****Training Programs 1991-92**

Program	Expenditures		Estimated # of Trainees
Alberta Training Program (ATP)			
(Carry-over)*	195,075		
Computer Training	3,865	198,940	149
Alberta Youth Employment and Training Program (AYETP)			
(Carry-over)*		255,886	
Green Certificate		727,331	108
Tailor-Made Training (TMT)		474,599	270
Skills Alberta		2,869,602	6,231
(Regional/Sectoral) AVT Courses		1,337,209	600
Totals		\$6,022,400	7,358

* Carry-over: projects which continue to be funded into the next fiscal year.

TABLE 2**AVT/VRDP Student And Program Support 1991/92**

Program	Expenditures	Estimated # of Trainees
Alberta Vocational Training (AVT) — Student Support	16,207,798	10,727
Alberta Vocational Training Program* (AVT) — Program Support	907,889	N/A
Vocational Rehabilitation of Disabled Persons (VRDP)	2,346,716	518

* Although the program was transferred to the Department of Advanced Education, 1991/92 was a transitional year. Therefore the carry-over commitments previously made in 1990/91 were still expended from the Department of Career Development and Employment.

N/A — Expenditures have been made towards program support. Actual number of trainees is not tracked.

**TABLE 3****Private Vocational Schools Program 1991-92**

Total Number of Schools	13
Estimated Number of Trainees	594
Total Training Expenditures	\$1,548,580

TABLE 4**Employment Programs 1991-92
Expenditures And Positions Funded**

Program	Expenditures	Positions Funded
Summer Temporary Employment Program (STEP)	9,199,941	4,804
Employment Alternatives Program (EAP)	3,600,228	1,041
Employment Skills Program (ESP)	4,366,864	1,010
Special Placement Work Experience Program (SPWEP)	449,586	100
Quebec/Alberta Student Employment Exchange Program (Q/A)	212,921	43
TOTAL	\$17,829,540	6,998

**TABLE 5****Support For Special Needs Group 1991-92***

Organization	Activity	Expenditures
Placement 45, Edmonton	Employment Placement	132,189
Opportunity 45, Calgary	Employment Placement	227,736
Access 45, Lethbridge	Employment Placement	93,170
YMCA, Edmonton	Employment Placement	211,184
Distinctive Employment Counselling Services, Edmonton	Employment Readiness	191,748
Native Employment Services Association	Employment Placement	
	Promotion and Support	862,761
TOTAL		\$1,718,788

* "Needs" refers to a particular barrier to employment such as age, race and disabilities.

TABLE 6**Immigration Programs**

Immigration Enquiries Handled by Department	10,000
Business Immigration Visas Issued by Federal Government*	252
Investment Funds Made Available*	\$293,337,000

*Data based on calendar year 1991 preliminary.

Source: Federal Immigration Data System Overseas

**TABLE 7****Settlement Programs**

Operating Grants to Community-Based Organizations*	\$1,646,519
Clients Served by Immigrant Aid Organizations	28,000
Special Project Grants to Improve Service Delivery to Immigrants	\$78,913

*Direct settlement services including orientation and employment preparation services.

TABLE 8**Immigration Bridging Programs/
English As A Second Language (ESL)**

1991-92 ESL and Vocational Assessment and Referral Centres*	
Operating Grants to Centres in Edmonton and Calgary	\$410,000
Clients Assessed and Referred	4,977
1991-92 ESL Special Language Training Initiatives	
Budget	\$1,500,000
Students	2,045

*To assist immigrants to access language and vocational training.



	Female	Male	Combined		Female	Male	Combined
Trade	Total	Total	Total	Trade	Total	Total	Total
Agricultural Mechanic	0	50	50	Lather-Interior Systems Mechanic	1	61	62
Appliance Serviceman	0	77	77	Machinist	3	433	436
Autobody Mechanic	7	712	719	Millwright	3	795	798
Baker	64	145	209	Motor Mechanic	16	2397	2413
Barber	2	9	11	Motorcycle Mechanic	2	68	70
Beautician	868	100	968	Painter and Decorator	10	144	154
Boilermaker	0	99	99	Partsman	99	543	642
Bricklayer	1	89	90	Plumber	0	1083	1083
Cabinetmaker	16	387	403	Power Lineman	0	225	225
Carpenter	23	1791	1814	Power System Electrician	2	114	116
Cement Finisher	0	10	10	Printing & Graphic Arts			
Communication Electrician	9	104	113	Craftsman	80	189	269
Cook	275	735	1010	Projectionist	0	0	0
Crane and Hoisting				Recreation Vehicle Mechanic	1	64	65
Equipment Operator	1	123	124	Refrigeration and			
Electrical Rewind Mechanic	1	57	58	Air Conditioning Mechanic	1	282	283
Electrician	33	2768	2801	Roofer	0	75	75
Electronic Technician	4	139	143	Sawfiler	0	28	28
Floorcovering Mechanic	0	84	84	Sheet Metal Worker	0	520	520
Gasfitter	3	148	151	Sprinkler Systems Installer	0	79	79
Glassworker	3	133	136	Steamfitter-Pipefitter	1	470	471
Heavy Duty Mechanic	2	1620	1622	Steel Fabricator	1	72	73
Instrument Mechanic	15	902	917	Tilesetter	1	47	48
Insulator	10	203	213	Transport Refrigeration Mechanic	0	16	16
Ironworker	0	58	58	Water Well Driller	0	39	39
Landscape Gardener	72	235	307	Welder	17	1886	1903
					Female	Male	Combined
				Totals	1647	20,404	22,057

**For additional copies of
the annual report, contact:**

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